**To Login to BANNER:**

1. Go to www.nicholls.edu
2. Go to Current Students and click on BANNER.
3. Click on yellow highlighted BANNER Self Service.
4. Click on Enter Secure Area.
5. Enter User ID (your N# with a capital N) and PIN (6-digit date of birth unless you have changed it to something else). If you have log-in problems: please see Advisor or Orientation leader for assistance.

**Financial Responsibility Obligation Agreement:**

1. Click on Student tab.
2. Click on REGISTRATION.
3. Scroll down and click on FINANCIAL RESPONSIBILITY OBLIGATION AGREEMENT.
4. Scroll down to read and click “Go.” Select term. Click “Submit.”
5. Scroll down and click “Accept” or “Decline.”

**How to Register for Courses in BANNER:**

1. Click on Student.
2. Click on Registration.
3. Click on Look up Classes.
4. Under “READY to register?” in the grayish box click Registration.
5. In the drop down box select term then click Submit.
6. Scroll and Select Subject/Course.
7. Click on Course Search (Left Button).
8. Select the course in which you are interested in enrolling. Click View Sections.
9. After reviewing your options you will need to click on the open box to the left of the course section you wish to register. Write down the class day and time on your blank paper schedule included in packet to give you a visual representation of what your schedule looks like for the week.
10. Scroll to the bottom of the page and click Register. The course you selected should have been added to your schedule of classes.
11. To add your next class click “Class Search”.

**Common Scheduling Problems and Errors:**

***Time Conflict***. You have attempted to register for two courses whose sections interfere with one another. Go back to the student tab and look for another available section.

***What is a History, Fine Arts, Natural Science, Social Science, Computer Literacy or Humanities ELECTIVE***!?! Check page 3 of your packet for options.

***Why can’t I register for Fine Arts 3XX***?!? 300-level courses are not available to freshmen. Check page 3 of your packet for options!

Revised: 1/12/15 JCG